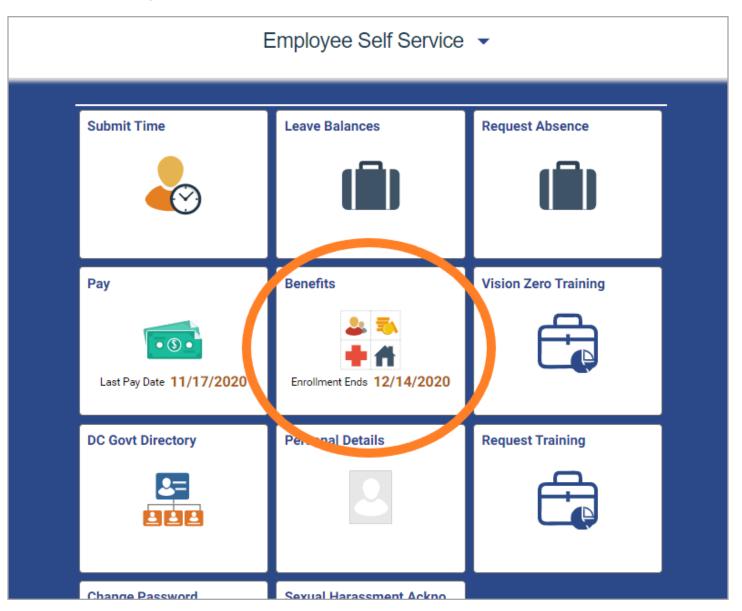


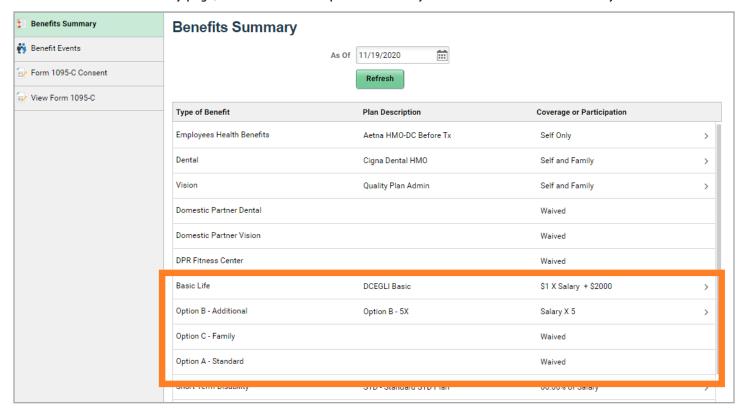
1. Log in to **Employee Self Service** (ESS) at *https://ess.dc.gov*.

Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 1015 Half Street, SE on the 9th floor.*

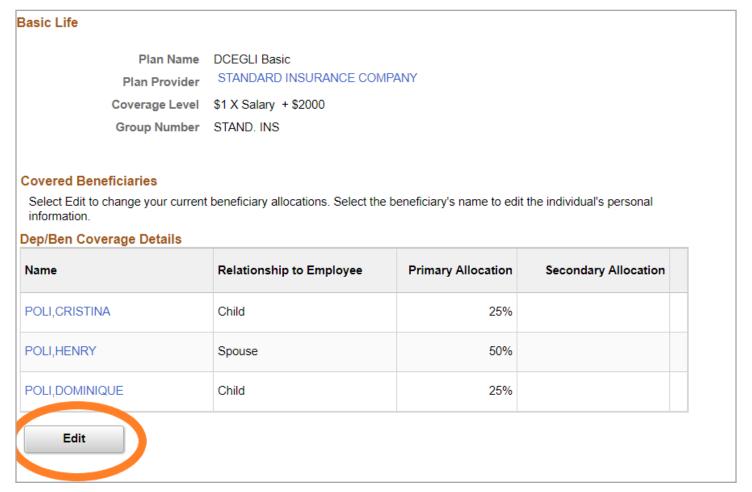
2. From the Main Menu, **select Benefits**.



3. On the Benefits Summary page, select the benefit option for which you would like to add a beneficiary.

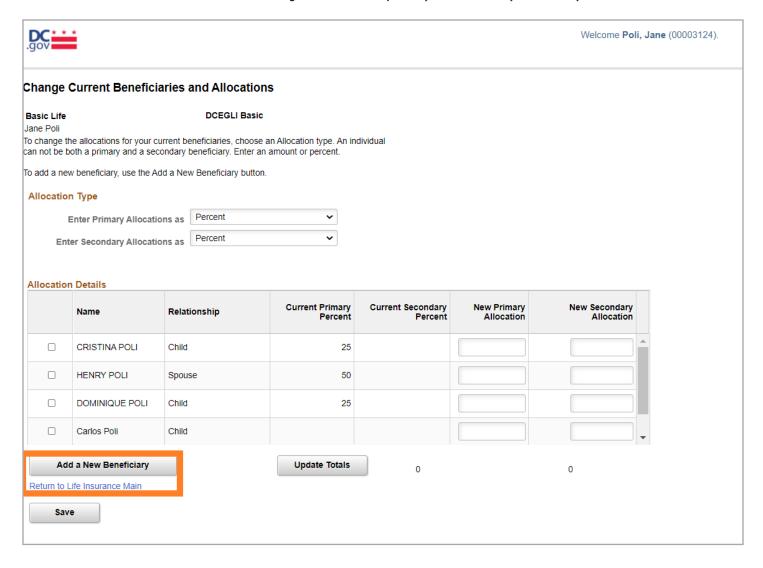


4. Review your current beneficiaries, if applicable. **Select Edit to add a new beneficiary or change your current beneficiary allocations**. Select the beneficiary's name (if applicable) to edit the individual's personal information.

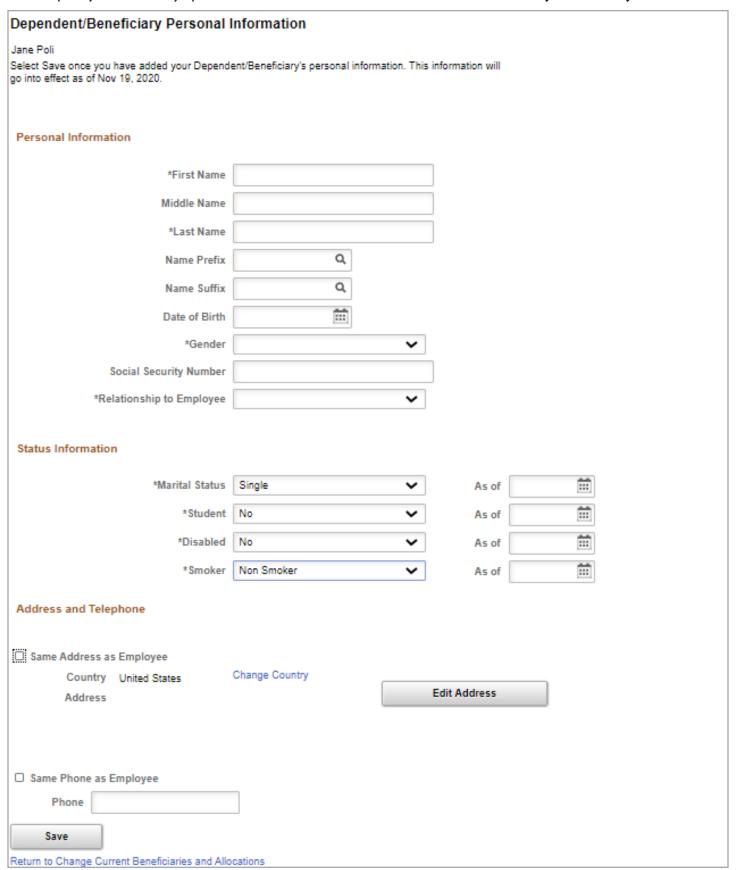


5. To change allocations for your current beneficiaries, choose an Allocation Type and enter an amount or percent. **Select Add a New Beneficiary** to add a new beneficiary.

Please Note: An individual cannot be designated as both a primary and secondary beneficiary



6. Complete your beneficiary's personal information and select Save. You have successfully submitted your choices.



Please Note: These changes only affect your life insurance beneficiaries. Some benefits, including the 401a and 457b retirement plans, may have beneficiaries that will need to be added or updated outside of ESS.

For more information, please contact the DCHR Benefits Administration at (202) 442-7627 or dchr.benefits@dc.gov.